



ROLE PROFILE

Role Title	Office Administration Apprentice	Reporting to	Solicitors
Section	Legal Services	Department	Property Law
Tenure	Full Time/Part Time Permanent	Salary	£ negotiable dependant on experience

Part A – JOB DESCRIPTION

Overall purpose of role	To provide confidential administrative support to the Property solicitors.
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Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Law Society Code of Ethics ensuring that legal values and behavioural expectations are clearly met and considered in all decision making and actions. A full understanding of the need for confidentiality in all matters. 2. Provide a full and confidential administration service to allocated lawyer, supporting them in their dealings with the Clients, Lenders, other legal parties and their representatives. 3. Manage Lawyers diaries to ensure meetings are recorded and set up meeting invitations. 4. Filing correspondence. 5. Deal with file opening and closing, putting in hand searches, AML checks, be able to prepare and send out quotes and initial client care paperwork. Full training to be given. 6. Receive, screen and action telephone calls and take messages. 7. Organise meetings. 8. Carry out photocopying, scanning and general office tasks such as ordering stationary.

Scope
<ul style="list-style-type: none"> • Provision of a professional administration support for lawyers within the Firm.

Work/Business contacts
<p>Internal: Lawyers and directors of the Firm, other administrative support staff and apprentices.</p> <p>External: Solicitor, Lenders, clients and other members of the public at all levels to relay information to and on behalf of the Firm.</p>

Expertise in Role Required	Essential or Desirable
<ul style="list-style-type: none"> • Confident in dealing with telephone calls • Typing skills and familiar with case management systems and social media platforms 	<p>Essential</p> <p>Desirable</p>

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| • Basic working knowledge of and ability to operate computerised systems such as Microsoft Office. | Desirable |
| • Good numeracy and literacy skills | Essential |
| | Essential |

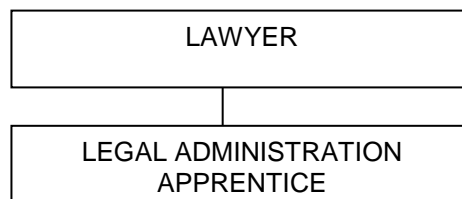
Other (Physical, mobility, local conditions)

- N/A

Expertise in Role – After initial development and training

- Basic knowledge of relevant property law procedures and software systems such as land registry, search providers, AML providers
- Knowledge of role/responsibilities within Legal Services.
- Knowledge of relevant legal documentation and file handling routines.

Structure



PART B – COMPETENCIES & VALUES

Required Personal Value

- Willingness to learn
- Confident on the phone
- A desire to grow in the role with a view to internal promotion
- Be a team player
- To take responsibility for actions

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced)

- Basic knowledge of property law procedures and requirements
- Detailed knowledge of roles/responsibilities within a law firm
- Ability to update clients on the status of their file
- Ability to update clients using the case management system

PART D – WORKING PATTERN AND APPLICATION PROCESS

IT Access	This will be provided
Location	Wakefield City Centre

Working Hours	9am – 5pm Monday to Friday. Part-time considered.
Application	Please send your CV and a covering letter to keira@cpdlaw.co.uk or apply via an apprenticeship provider. For an informal chat about the role please call 07760 294991.
Interview Process	Shortlisted applicants will be invited to interview.
Date	5.6.19